



DELAWARE JUDICIARY FAMILY COURT

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting # FY10-01

JUDICIAL SECRETARY II

Opening Date: October 30, 2009 **Closing Date:** November 6, 2009

A Vacancy Exists

Salary: \$48,800 per year

Recruiting For: **Family Court of the State of Delaware**

Location: City of Wilmington (**Please check this location on your application**).
New Castle County Courthouse

Summary Statement: This employee works directly for one of the Family Court Judges providing administrative support in all areas. This is a confidential position within the Delaware Judicial Branch, and the employee serves at the pleasure of the Family Court Chief Judge.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.” Resumes may not be substituted for the application.

1. Experience collecting, compiling, evaluating and analyzing data and information.
2. Experience coordinating administrative operations of functions.
3. Experience using standard computer software programs for word processing, spreadsheets, or databases.
4. Experience creating reports and various documents.
5. Experience in the principles, practices, and procedures of office administration and management.
6. Ability to communicate courteously and effectively to a diverse audience and on sensitive/confidential issues.

Selective Requirement:

1. At least five years experience as a full-time Legal Secretary.
2. At least two years of coursework from an accredited college or university, with a Bachelor's Degree preferred.
3. Excellent grammar and typing skills.
4. Working experience in Microsoft Word, Excel, PowerPoint and Outlook.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>.

Submitting Your Application: Visit the website at www.courts.delaware.gov. Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Mail your application to: Family Court of the State of Delaware, Attention: Human Resources, New Castle County Courthouse, 500 N. King Street, Wilmington, DE 19801.
2. Fax your application to: 302 255 2202 Attention: Human Resources
3. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.family@state.de.us

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer